

## SEPARATING CONCURRENT FILES

## A. Both Cases Allowed

The SSI file must contain the SSI application, SSI notices, ALJ and AC decisions, and other documents bearing on SSI eligibility and payment of benefits (see list for examples--not an all inclusive list).

The title II file must contain all records pertaining to the title II claim. In a disability case, the medical evidence should be retained in the title II file.

## B. One Claim Allowed and One Claim Denied

Follow the procedure outlined in A above. Also, in disability cases, the analyst must arrange to have the medical exhibits photocopied. Place the original copies of the medical exhibits in the folder of the denied claim so they will be available in the event of further appeal. Place the photocopies of the medical exhibits in the allowed file.

## C. List of Records Relevant to SSI Claims

Application for SSI	Statement of Income and Resources
DDS title XVI determinations	Title XVI notices
ALJ decision	AC decision
Bankbooks	Insurance Policies
Reports of Contact or Statements re Living Arrangements	Rent receipts
Utility bills	Assessment of property forms
Proof of age	Proof of marital status
Proof of citizenship	Microfiche records
Leases disability	Work history during claimed
Workmen's Compensation decisions	VA award letters